

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 6, 2003

PAYROLL LETTER # 03-017

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **DOCUMENTATION CUTOFF DATES FOR 2003 CALENDAR YEAR-END PROCESSING**

PLEASE SHARE A COPY OF THIS LETTER WITH YOUR ACCOUNTING OFFICE.

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2003 tax year. Listed below is a list of the documents and the cutoff dates the State Controller's Office must receive them by in order to ensure accurate wage reporting on the 2003 Form W-2, Wage and Tax Statement.

DOCUMENT	PROCESS	CUTOFF
FORM STD. 676P/V	Income and Social Security/ Medicare Taxes will be withheld	November 6, 2003
	Social Security/Medicare Tax only will be withheld	December 5, 2003
	Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-175 for reporting and forms completion instructions.	
FORM STD. 674A/R	Payroll Deduction Accounts Receivable	November 6, 2003
	Reference the PPM, Section I 001.	
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption	December 10, 2003
	Reference the PPM, Section I 050-056 for reporting and forms completion instructions.	
	Suspended Payments	December 5, 2003
	Reference the PPM, Section I 400-411.	
FORM STD. 422	Salary Advances	December 5, 2003
	Reference the PPM, Section N 103-111 for reporting and forms completion instructions.	

FORM STD. 675	Moving Expense/Social Security/Medicare Tax Withholding	December 5, 2003
	Reference the PPM, Section N 147.	
FORM STD. 995A	Agency Collection A/R	December 5, 2003
	Reference the PPM, Section I 178-179.	
FORM STD. 995R	Refund of Overcollected A/R	December 5, 2003
	Reference the PPM, Section I 180-181.	
FORM PPSD21	Deceased Employee Data	December 5, 2003
	Reference the PPM, Section I 900-913.	

NOTE: Documents not received by the cutoff dates may require the issuance of a Form W-2c, Corrected Wage and Tax Statement.

DECEMBER 2002 PAYROLL DOCUMENTS

Please make every effort to have December 2002 payroll Documents processed by December 18, 2003. After December 19, 2003 and through December 26, 2003 payroll documents for the December 2002 pay period will require special manual processing and may not be reflected on the 2003 Form W-2. **DO NOT KEY DECEMBER 2002 PAYROLL DOCUMENTS AFTER DECEMBER 19, 2003 THROUGH DECEMBER 26, 2003.** Submit them to Payroll Operations for manual processing. Keying for the December 2003 pay period should continue as normal.

DECEMBER 2002 PAR/PPT

Please make every effort to have the PAR/PPT's affecting December 2002 processed by December 19, 2003. After December 19, 2003 and through December 26, 2003 PAR/PPT's affecting the December 2002 pay period will require special manual and may not be reflected on the 2003 Form W-2. **DO NOT KEY DECEMBER 2002 PAR/PPT'S AFTER DECEMBER 19, 2003 THROUGH DECEMBER 26, 2003.** Submit them to Personnel Operations for manual processing. Keying for December 2003 should continue as normal.

If you have any questions, the following staff are available to assist you:

AREA	STAFF	PHONE NO.
Civil Service A/R's Suspended Payments or December 2002 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081
CSU A/R's, Suspended Payments or December 2002 Payroll Documents	CSU Payroll Unit	(916) 322-7980
PAR's	Personnel Operations Telephone Liaison	(916) 322-6500
PPT's	CSU Audit Representative	
Salary Advances, Moving Expense or W-2 Unit NON-USPS Adjustments	Payroll Operations	(916) 322-8100

JRH:LC:SACS